UNITED
NATIONS

ST

Secretariat

ST/CS/SER.A/28
5 January 1990

ORIGINAL: ENGLISH

EDITORIAL DIRECTIVE

Prepared by Editorial Control at the request of the Chief Editor

To: All those concerned with drafting and editing United Nations documents and publications

Subject: REFERENCES TO YEARS IN SYMBOLS

1. With immediate effect, all references to years in symbols and other means of identification or numbering of documents and publications should be given in full:

e.g. Journal of the United Nations No. 1990/2

Information circular ST/IC/1990/1

2. For clarification as to the scope of the present directive, please contact Editorial Control.

90-00389 1431j (E)

UNITED
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Secretariat

ST/CS/SER.A/29
10 January 1990

ORIGINAL: ENGLISH

EDITORIAL DIRECTIVE

Prepared by Editorial Control at the request of the Chief Editor

To: Members of the staff

Subject: USE OF THE TERMS "PERSIAN GULF" AND "SHATT AL-ARAB"

1. The term "Persian Gulf" is used in documents, publications and statements emanating from the Secretariat as the standard geographical designation for the body of water lying between the Arabian Peninsula and the Islamic Republic of Iran, thus following longstanding conventional practice. Equally, Shatt al-Arab is used rather than Darvand Rud or Darvand River.

2. However, in documents, publications and statements emanating from a Member Government or intergovernmental organization, the terminology of the original should be retained.

3. In cases of doubt, staff members are requested to contact the Chief Editor, who will then issue a ruling in consultation with the Office of the Secretary-General and the Office of Legal Affairs.

90-00567 1412h (E)

UNITED
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ST/CS/SER.A/29/Corr.1
26 January 1990

ORIGINAL: ENGLISH

EDITORIAL DIRECTIVE

Prepared by Editorial Control at the request of the Chief Editor

To: Members of the staff

Subject: USE OF THE TERMS "PERSIAN GULF" and "SHATT AL-ARAB"

Corrigendum

Paragraph 1, last line

For Darvand Rud or Darvand River read Arvand Rud or Arvand River

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90-02035 1335f (E)

UNITED
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ST/CS/SER.A/30
30 January 1990

EDITORIAL DIRECTIVE

Prepared by Documents Control at the request of the Chief Editor

To: All those concerned with drafting and editing United Nations documents and publications

Subject: QUALITY OF MANUSCRIPTS SUBMITTED FOR PROCESSING AS DOCUMENTS OR PUBLICATIONS

1. The purpose of the present directive is to seek the co-operation of authors and editors in ensuring the completeness and legibility of material submitted to the Department of Conference Services for processing as documents or publications.

2. The instructions contained in this directive are based on administrative instruction ST/AI/189/Add.8/Rev.1 ("Requests for document services") and on article G, "Procedures for submission of manuscripts", of the United Nations Editorial Manual. Therefore, these instructions are already in force; they are being reissued for ease of reference. Their strict implementation by all concerned will contribute significantly to the efficient processing of documents and publications.

3. Absolute legibility of manuscripts is essential to ensure the integrity of documents and publications, particularly those to be worked on by staff using languages whose alphabets are different from the alphabet used in the original version of the document or publication.

4. To ensure absolute legibility, manuscripts must always be typed. Hand-written texts are not acceptable. The only exceptions are routine editorial corrections consisting of just a few words, which must be handwritten legibly. Longer corrections must be typed in.

5. If there is substantial reorganization or correction of the manuscript in the course of editing, those parts of the text that have been substantially reorganized or corrected must be retyped.

READEX MICRO

6. All elements of the manuscript must be submitted in consecutive order, by cutting and pasting, if necessary. Instructions like "Transfer from page xxx here", "Insert new para. xxx here", etc. are not acceptable.

7. Manuscripts submitted for editing must be typed in double spacing, including foot-notes and quotations, to facilitate the incorporation of legible editorial corrections. This also applies to submission of previously printed material that will require further editing. Single-spaced manuscripts will not be accepted for editing. However, material submitted in fair copy ready for offset reproduction must be single-spaced.

8. All pages of a manuscript must be of the same size and must be numbered consecutively. Manuscripts must be typed on one side of the paper only, with margins of at least one inch on all four sides of the page.

9. If previously printed material is to be inserted as part of the manuscript, the insertion must be cut and pasted in the corresponding place to make up a complete, consecutive manuscript, retaining the one-inch margins and avoiding trying to fit too much material onto one page.

10. All typed or hand-written text must lend itself to clear photocopying, since in almost all cases copies of the manuscript are needed to produce the different language versions. Handwritten corrections must be made using writing tools that will allow for clear photocopying. For this reason, blue ink or blue pencil should normally be avoided.

11. Text typed or handwritten too close to the edges of the page is frequently lost in photocopying. Therefore, the one-inch margins must be respected and cutting-and-pasting, using standard size pages, must be resorted to if necessary. If tape is used in cutting and pasting, such tape must be of the kind that can be written or typed on.

12. Previously translated material incorporated in a new manuscript must be provided to ensure that no time is lost in retranslating already existing texts. Further, all such translations submitted, if they require any revision by the translation services, must be marked "Reference only".

13. Acronyms and abbreviations must be spelled out the first time they appear in a text. When a considerable number of acronyms and abbreviations appear in one text, they must be listed at the beginning of the text, together with the full terms they stand for.

14. Texts submitted for advance processing pending final clearance or editing must be clearly marked "Advance processing" and an indication should be given of when the final version of the text will be submitted.

15. Texts submitted for advance processing pending final clearance or editing must be reviewed beforehand to ascertain that during clearance or editing it will not be necessary substantially to reorganize or correct the manuscript and therefore retype it. Texts can be submitted for advance processing only if they are going to

be subject to no more than routine editorial changes, since manuscripts that are retyped after their submission for advance processing require double work at the translation stage. Changes, editorial or substantive, made in texts already submitted for advance processing must be clearly visible, since advance texts should not have to be reread fully when processed in their final form.

16. In all possible cases, manuscripts must be accompanied by their electronic version in Wang word-processing-compatible diskettes. Only one document or publication must be filed on any diskette submitted. It must be clearly understood, however, that at present the electronic version is exclusively a working tool that facilitates and expedites processing, but that the only authoritative version is the hard copy of the manuscript.

17. The Documents Control Section will return to the submitting unit manuscripts that do not meet the criteria set out in the present directive.